

**Berkeley Public Library Board of Trustees  
Monthly Meeting Minutes  
October 19, 2016  
Open Session**

**1. - Call to Order, Roll Call and Declaration of Quorum**

President Villafana called the meeting to order on Wednesday, October 19, 2016, at 6:33 p.m.

**Present:** Trustees Reginal Bulus, David Kasa, Ida O’Neal, and Angela Villafana.

**Absent:** Trustees Willie Ashford and Jerry Brown

**2. - Acknowledgment of Audience**

Paul Inserra – who was present to give his report.

Isabel La Barbera – no comment

**3. - Approval for Agenda**

President Villafana shared that new format was developed with Interim Director to assist Board and Secretary in streamlining meeting and better assist in preparation of Minutes.

**@ 6:35 p.m. - Move that the Berkeley Public Library Board of Trustees approved the Agenda with Item 6(b), Presentation of FY2016 Audit, be changed to be renumbered as Item 6(a), and Item 6(a), Financial Reports, be renumbered as Item 6(b).**

Motioned by: Angi Villafana

Seconded by: David Kasa

Ayes: Trustees Bulus, Kasa, O’Neal and Villafana

Nays: None

Absent: Trustees Ashford and Brown

**MOTION CARRIED**

**4. – Meeting Minutes**

**@ 6:39 p.m. – Move to approve the May 18, 2016 Meeting Minutes, as presented.**

Motioned by: Reginal Bulus

Seconded by: David Kasa

Ayes: Trustees Bulus, Kasa, and Villafana

Nays: None

Present: Trustee Ida O’Neal

Absent: Trustees Ashford and Brown.

**MOTION CARRIED**

President Villafana shared that Trustee Willie Ashford would be finishing his preparation of the September 21, 2016 minutes and will circulate to the Board prior to the November 16, 2016 meeting, to be approved at that meeting date.

@6:41 p.m. - Trustee Jerry Brown arrived.

Following presentation by auditor, Paul Inserra, and Interim Director Report, Isabel inquired about clarification on GASB 68 and language contained in May 18, 2016 minutes. Trustees Bulus and Brown confirmed that the Board agreed not to proceed with GASB 68 at the May 18<sup>th</sup> meeting, but agreed this matter would be revisited in FY 17. The board agreed the language contained in the May 18, 2016 minutes is confusing and therefore moved forward with rescinding approval of the May 18, 2016 minutes.

**@7:20 p.m. – Move to rescind previous Motion to approve the May 18, 2016 Minutes, as presented.**

Motioned by: Reginal Bulus

Seconded by: David Kasa

Ayes: Trustees Bulus, Kasa, and Villafana

Nays: None

Present: Trustees Brown and O’Neal.

Absent: Trustee Willie Ashford.

## **MOTION CARRIED**

### **5. – Directors Report**

Ryan Cox presented the Director’s Report to the Board. Trustee Bulus inquired about MEM Electric light installation, which Ryan explained he understood to be completed and inquired of the Business Manager if there were to be any further invoices. Isabel shared that Lenora told her prior to her departure that the work was complete but that there may be one additional invoice.

President Villafana inquired as to how Ryan serving as Interim Director has gone. Ryan shared that the transition was going well, and that the staff has been supportive and helpful. He shared that there are a lot of files that he is going through and attempting to organize for future use.

Reginal inquired as to how his prior position is being managed as he has taken on the position of Interim Director. Ryan shared that he is attempting to cross-train staff on some of the lower-impact portions of his prior job, and at this time has not determined whether or not this position will need to be filled in the coming months.

Jerry inquired about whether or not Ryan would be posting the two jobs he had previously mentioned he needed. Ryan confirmed that he is moving forward with at least hiring one more person for Circulation at this time, reviewing additional staffing needs in the next 3 – 6 months.

Ryan reviewed compliance issue regarding piping and pressure release valve on water heater, discovered by the gas company when they installed new meter. He shared with the Board that AirTech has performed the two repairs. No future inspection is required.

Ryan shared that the Village of Berkeley has moved up the date for approval of Levy. The Village CPA, Laurie Hayes, has shared that the Village needs the Berkeley Public Library audit and approval by the Board for percentage increase requested.

President Villafana and Treasurer Bulus inquired about installation of computer hardware made prior to Director Berendt's departure. Interim Director Ryan Cox confirmed purchases were made and equipment installed; Business Manager Isabel La Barbera confirmed purchases were made via Director Berendt's credit card and a check has already been issued by Board. Ryan shared his discussion with John Chen on matter, and how ACT services will be used in the future.

**6(a). Presentation of FY 2016 Audit by Paul Inserra**

Paul Inserra presented the Berkeley Public Library FY 2016 Audit to the Board and addressed questions. Discussion was had on GASB 34. Discussion was also had on GASB 68, and Trustee Bulus shared that at the May 18, 2016 board meeting it was decided that this compliance would not be done this fiscal year but would be revisited in FY 2017. Discussion on checks and balances was had, and Paul shared that all recommendations in previous years were made, with the exception of an Investment Policy and Ethics Policy. He also shared that there will be an upcoming requirement for a Travel/Entertainment Policy in FY 2017. Finally, Paul shared that he has completed forms seeking an extension past October 31, 2016 deadline for audit in order to give time to set up reporting and to set up Interim Director, Ryan Cox, as new administrator.

**@ 7:40 p.m. - Move that the Berkeley Public Library Board of Trustees approve the FY 2016 Audit, as presented.**

Motioned by: Ida O'Neal

Seconded by: Reginal Bulus

Ayes: Trustees Brown, Bulus, Kasa, O'Neal and Villafana

Nays: None

Absent: Trustee Willie Ashford

**MOTION CARRIED**

**6(b). Financial Reports & Approval of Claim Ordinance #511**

Financial Reports were presented by Business Manager, Isabel La Barbera.

**@ 8:01 p.m. - Move that the Berkeley Public Library Board of Trustees approve Claim Ordinance #511 in the amount of \$40,007.23 and the Financial Reports as presented.**

Motioned by: Reginal Bulus

Seconded by: Ida O'Neal

Ayes: Trustees Bulus, Kasa, O'Neal and Villafana

Nays: None

Present: Jerry Brown

Absent: Trustee Willie Ashford

**MOTION CARRIED**

## **7. OLD BUSINESS**

### **7(a). – Roof Update – roof hatch, building permit status, final payment.**

Interim Director Ryan Cox presented update on roof repair. The original contract with the roofer did not specifically state that the roof hatch would be replaced; however, the VOB permit identified that the roof hatch would need to be replaced. Signed contract by former Director Berendt with roofer to repair roof hatch. Director requests three checks: 50% payment in full for roof work; 50% deposit for roof hatch repair; and 50% payment in full for roof hatch repair. Business Manager has prepared these checks. Ryan proposed that a motion be made to retain J&K Roofing to repair roof hatch, in the amount of \$2,500.00, with understanding being made that J&K Roofing only receives final payments for original roof repair and roof hatch repair once the roof hatch repair has been made and VOB inspection is passed. Ryan confirmed with VOB Inspector, Chris Hecklinger, that he would be able to do a timely inspection of work performed once he receives notification it has been completed.

**@ 8:08 p.m. – Move that the Berkeley Public Library retain J&K Roofing to do the roof hatch repair, with limits, as presented by Interim Director Ryan Cox.**

Motioned by: Ida O’Neal

Seconded by: David Kasa

Ayes: Trustees Bulus, Kasa, O’Neal and Villafana

Nays: None

Absent: Trustees Ashford and Brown.

## **MOTION CARRIED**

### **7(b). – Library Policies – Reviewing, Proposing, Updating.**

Trustee Ida O’Neal shared that the BPL Library Policy committee held its first meeting. In attendance were Ida, Ryan and Isabel. The purpose of the Policy Committee will be to review, recommend and update BPL policy, as needed, with the understanding that all policy review is routed through the Director for submission to Committee prior to presentation to the BPL Board of Trustees. The Board agreed to the Committee’s role moving forward.

Trustee O’Neal asked the Board to look at “Old Business,” noting a few policy matters were detailed. She requested the Board either table or remove these matters at this time, giving the Committee an opportunity to convene on these matters and make appropriate recommendations to the Director for submission to the Board. Specifically, the Investment Policy, Library Review Policy, Attorney Policy and Ethics Policy.

@ 8:13 p.m. - Trustee Jerry Brown requested that all 4 policies he has previously submitted, as detailed above and on the BPL Board of Trustees September 21, 2016 agenda, be withdrawn.

@ 8:15 p.m. – Trustee Reginal Bulus left the meeting.

**@ 8:19 p.m. - Move that the Berkeley Public Library Board of Trustees approve the Circulation Policy, relative to non-residency requirements, as presented and read into the**

**record at the BPL Board of Trustee September 21, 2016 meeting.**

Motioned by: Ida O'Neal  
Seconded by: David Kasa  
Ayes: Trustees Kasa, O'Neal and Villafana  
Nays: None  
Present: Trustee Jerry Brown  
Absent: Trustee Willie Ashford

**MOTION CARRIED**

Trustee O'Neal discussed the Investment Policy, which was read into the record at the August 17, 2016 board meeting, not be approved. The Committee would like time to review the policy and make recommendations to the Board. Interim Director Ryan Cox shared that IL statute indicated that regardless of when you pass an Investment policy in a given year, it doesn't go into effect into the 1<sup>st</sup> day of the next calendar year. Discussion followed. Ida shared that it is not the Committee's desire to put forward a policy without adequate time to review said policy.

**8. NEW BUSINESS**

**8(a). – Building Access (key holders, alarm phone calls, Board cabinet)**

@ 8:30 p.m. – Interim Director Ryan Cox presented update on security matters, including who should carry keys to the library doors, be listed on the alarm phone call tree, and have access to the BPL Board of Trustee's file cabinet. Staff members who open or close the library shall receive individual codes for access. The cleaning company shall maintain their own code number, as shall RAILS who delivers books for the SWAN consortium. It was agreed that only the Board President, currently Trustee Angi Villafana, should have a key to the library door, be included on the alarm phone call tree, and have the key to the BPL Board of Trustees file cabinet. Trustee Brown tendered his key to the BPL Board of Trustees file cabinet to President Villafana. Interim Director Ryan Cox will add President Angi Villafana to the alarm phone call tree. President Villafana will request the BPL master key from former Board President, Willie Ashford.

**8(b). – Staff Health Insurance: 2017 Renewal**

@ 8:41 p.m. – Interim Director Ryan Cox presented information received from LimRICC-PHIP on anticipated premium increases for FY 2017. The change in costs only went up significantly if you were using an HMO. The BPL employees use a PPO, so the increase will only raise by approximately 5% effective January 1, 2017. At the present time there is only 1 full-time staff member (defined as 37.5 hours/week) currently receiving health insurance benefits. Discussion on coverage and costs followed.

**9. - Adjourn to Closed Session**

@ 8:48 p.m. - **Move to adjourn to closed session meeting pursuant to 5ILCS 120/2 (c).**  
Motioned by: Jerry Brown

Seconded by: Ida O'Neal  
Ayes: Trustees Brown, Kasa, O'Neal and Villafana  
Nays: None  
Absent: Trustees Willie Ashford and Reginal Bulus

## **MOTION CARRIED**

### **10. – Reconvene Regular Session**

@ 8:55 p.m. - Board reconvened to regular session. President Villafana called meeting to order.

**Present:** Trustees Jerry Brown, David Kasa, Ida O'Neal and Angela Villafana.

**Absent:** Trustees Willie Ashford and Reginal Bulus.

@ 8:56 p.m. – **Motion to give Interim Director, Ryan Cox's salary increase of 10%, retroactive to his start date on October 13, 2016.**

Motioned by: Jerry Brown  
Seconded by: Ida O'Neal  
Ayes: Trustees Brown, Kasa, O'Neal and Villafana  
Nays: None  
Absent: Trustees Willie Ashford and Reginal Bulus

## **MOTION CARRIED**

### **11. – Adjourn to Closed Session**

@ 8:58 p.m. – **Move to adjourn to closed session meeting pursuant to 5ILCS 120/2(c).**

Motioned by: Jerry Brown  
Seconded by: Ida O'Neal  
Ayes: Trustees Brown, Kasa, O'Neal and Villafana  
Nays: None  
Absent: Trustees Willie Ashford and Reginal Bulus

### **12. – Reconvene Regular Session**

@ 9:04p.m. - Board reconvened to regular session. President Villafana called the meeting to order.

**Present:** Trustees Jerry Brown, David Kasa, Ida O'Neal and Angela Villafana.

**Absent:** Trustees Willie Ashford and Reginal Bulus.

### **13. - Adjournment**

@ 9:05 p.m. – **Motion to adjourn meeting**

Motioned by: Jerry Brown  
Seconded by: David Kasa  
Ayes: Trustees Brown, Kasa, O'Neal and Villafana  
Absent: Trustees Willie Ashford and Ida O'Neal